

Application for CECs: BICSI Global Events



30 days prior to the event: Submit completed Application, including all supplemental course description/syllabus and/or materials.

Part 1: Check one: BICSI Conference BICSI Meeting, Seminar, Breakfast or Pub Club Other _____

Event name	Event location/Venue	
Primary contact	Event start/end date	Event start/end time
Work phone	Mobile phone	
Address	City	
State/Province	Zip/Postal code	Country
E-mail	Event website	

Part 2: Event Specifications

The following items **MUST** be submitted along with this application:

- Copy of final presentation and/or comprehensive outline/syllabus/description for each track/session/seminar.
- Copy of the agenda and/or program outline, which **MUST** include session timelines for each track/session/seminar, including length, which is actual seat time/contact hours, excluding breaks; each track must be a minimum of 60 minutes.

of Technical/Educational Content Hours/Minutes _____ Hours _____ Minutes

of Exhibits/Exhibitor Hours/Minutes (if applicable) _____ Hours _____ Minutes

Course will be delivered (required): One time (date) _____ OR Ongoing (start date) _____

- Course delivery (check one):**
- Face-to-face. Enclose detailed outline or, optionally, attach copy of course materials.
 - Online. Enclose detailed outline and information on how BICSI may access the course for review.
 - Video-based/Webinar. Enclose detailed outline and copy of program for review.
 - CD-ROM-based. Enclose detailed outline and copy of program for review.
 - Other. Please describe: _____

Course will be offered to:

- Employees of your company only The general public (open enrollment courses may be featured on the BICSI website) Other (please describe)

Part 3: Authorization

I acknowledge that I am authorized to present this event and its materials and to request CECs on our own or our presenter s behalf, and that BICSI is not responsible for the course content. I further acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to a course at any time to ensure the course meets the event specifications (part 2) and review criteria (page 2).

Name _____ Signature _____ Date _____

Internal Use Only													
CV Event Code:													
	Date	RCDD®	RITP	DCDC	ESS	NTS	OSP	WD	RTPM	Installer 2, Copper/Fiber	Technician	Certified Trainer	CECs
To Review Team:													
Reviewer:													
Comments:													

Application Criteria for CECs for BICSI-Sponsored Global Events

BICSI issues continuing education credits to support renewal of the following BICSI credentials: RCDD; RITP; DCDC; ESS; NTS; OSP; WD; RTPM; Installer 2; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

For an event, class, or other educational opportunity to be eligible for a CECs, it must be related to the ICT industry, related design and/or installation practices, procedures, standards, methodologies and/or safety codes specific to the designation for which CECs are being awarded.

While an individual may submit an educational event for consideration to BICSI, any event organizer may have its materials reviewed for assignment of CECs by the following:

Review Criteria

In order for the event to be recognized for BICSI CECs, event organizers must complete and submit the "Application for CECs: BICSI Global Evnets", along with all required supporting documentation.

Presentations to be evaluated for CECs are required to be submitted to BICSI Headquarters a minimum of 30 days prior to the start date of an event. Presentations are reviewed and CECs are granted at the discretion of BICSI, on the following basis:

- One (1) CEC will be granted for each 60 "contact" minutes of instructional presentation.
- Content determined as sales-oriented (i.e., designed to "sell" services or products or "product-specific narrative" shall be excluded in determination of CEC contact minutes.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC).
- CECs are awarded based upon the printed agenda, not on actual course experience (i.e., the individual session or module went longer or shorter than anticipated).
- Proof of Attendance - In order for credential holders to receive their earned CECs, a roster will be required for each event.
- Conferences granted 6 to 11 CECs qualify as one-half (1/2) the conference attendance requirement needed to renew RCDD designations.
- Conferences granted 12 or more CECs qualify as the full conference attendance requirement needed to renew RCDD designations.
- No conference attendance requirement towards the RCDD designation renewal will be granted to events with five (5) or fewer CECs.

On occasion, the CEC review team, prior to granting CECs, may request changes to a presentation to meet the criteria stated in the BICSI CEC policy. Presentations not received by BICSI headquarters 30 days prior to the start of an event, may have CECs denied if there is insufficient time to make the necessary changes and have the presentation resubmitted for evaluation. Presentations received after an event may or may not be granted CECs at BICSI's discretion.

Submission

Submit entire application, including all supplemental course description and/or materials to:

Mail: BICSI World Headquarters
Attention: Global Development & Support
8610 Hidden River Parkway
Tampa, FL 33637-1000

Fax: +1 813.971.4311

E-mail: global@bicsi.org